



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

## JOB OPPORTUNITY BULLETIN: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

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| <b>SALARY RANGE:</b>       | <b>\$4,488 - \$5,618 per month*</b><br><small>*The Starting Salary applies to those first entering State Service. The maximum salary is typically for State Employees who meet the necessary criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small> |
| <b>TENURE/TIME BASE:</b>   | <b>Limited Term (24-month)/Full-Time</b><br><small>*This position is a Limited Term appointment with the potential to become permanent.</small>   |
| <b>PROGRAM/DEPARTMENT:</b> | <b>Quality Assurance</b>  |
| <b>FINAL FILING DATE:</b>  | <b>Until Filled</b>   |

**DESCRIPTION OF DUTIES:** The Sonoma Developmental Center has an immediate vacancy for a Limited Term (24-month), Full-Time, Associate Governmental Program Analyst within the Quality Assurance Department at the Sonoma Developmental Center. The Associate Governmental Program Analyst (AGPA) in the Quality Assurance Department reports directly to the Director of Quality Assurance and/or designee and is responsible for performing a wide variety of consultative and analytical staff services assignments such as policy analysis and formulation, systems development, program evaluation and planning, data collection, analysis of data and outcomes; and providing consultative services to management or others. The AGPA may act as a team leader or coordinator of the efforts of representatives on larger projects.

Typical duties include but are not limited to reviewing, analyzing, and making recommendations regarding the completeness, accuracy, and implementation of follow-up or corrective actions for all plans of correction, unusual occurrences, and those specifically related to injuries of unknown origin and allegations of abuse, participating, and/or facilitating in the Incident Action Team (IAT), and ensuring 5-day reporting requirements; maintaining and preparing summaries, documents, reports, correspondence, and setting up and maintaining tracking logs of information/data; developing trend and analyses reports/graphs; completing sustainability audits, facilitating information and data flow to departments, programs, training sites, committees, and administration; participating as project coordinator and team leader for special projects; participating in regular and ad-hoc committees relating to Quality Assurance activities; developing and assisting with training related to audit findings, Client Protection and Abuse Prevention, and other training topics as identified; preparing reports for presentation both orally and in writing; assisting with the Department of Public Health (DPH) and DDS Headquarters on issues of compliance; preparing and completing documents, reports, and correspondence; assisting with plans of correction and providing assistance to DPH Evaluators including escorting to various departments and residences as needed; participating and/or facilitating in Quality Assurance/Facility Committees in the review of incidents, quality improvement indicators and other special projects; other miscellaneous duties as assigned by the Program Director or designee.

**WHO IS ELIGIBLE TO APPLY:** Candidates must possess Civil Service Eligibility to apply. Civil Service Eligibility consists of one of the following: Being a current or former California State Civil Service employee (lateral transfer or reinstatement) or having list eligibility as a result of participating in an examination for the classification and placing in a reachable rank. Per State Personnel Board Rule 250, lateral transfer applicants must meet the Minimum Qualifications as outlined in the Job Specification. The job specification may be found on the website at [www.calhr.ca.gov](http://www.calhr.ca.gov). Please specify the type of eligibility you possess when applying. Applications may be obtained from the Human Resources Office at the Sonoma Developmental Center or downloaded from the above website. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearances. Applications will be reviewed and only the most qualified candidates will be scheduled for selection interviews.

**PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO THE FOLLOWING:**

Sonoma Developmental Center  
Personnel Examination Department (Administration Building)  
15000 Arnold Drive – Room #124  
Eldridge, CA 95431

(707) 938-6992 (You may contact Terri Sievers for questions specific to the essential functions of the position only. Civil Service Eligibility will be determined by the analyst in the Sonoma Developmental Center Human Resources Department).

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.